5   Common Screen Features

5.1   Introduction to Common Screen Features

The screens developed for the Metrics application have certain characteristics that make them "look and feel" the same. This chapter introduces you to some of the features that you will see and use repeatedly.

5.2   Screen Showing Menu Bar and Tool Bar

The screen shown in Figure 5-1 represents a "typical" Administration Metrics screen. It shows the appearance and location of the tool bar and the menu bar. (Remember that before you can access any Metrics function screen, you must successfully open the application as explained in Chapter 1, log in as explained in Chapter 2, and then navigate to a function from the Menu screen as explained in Chapter 4.)
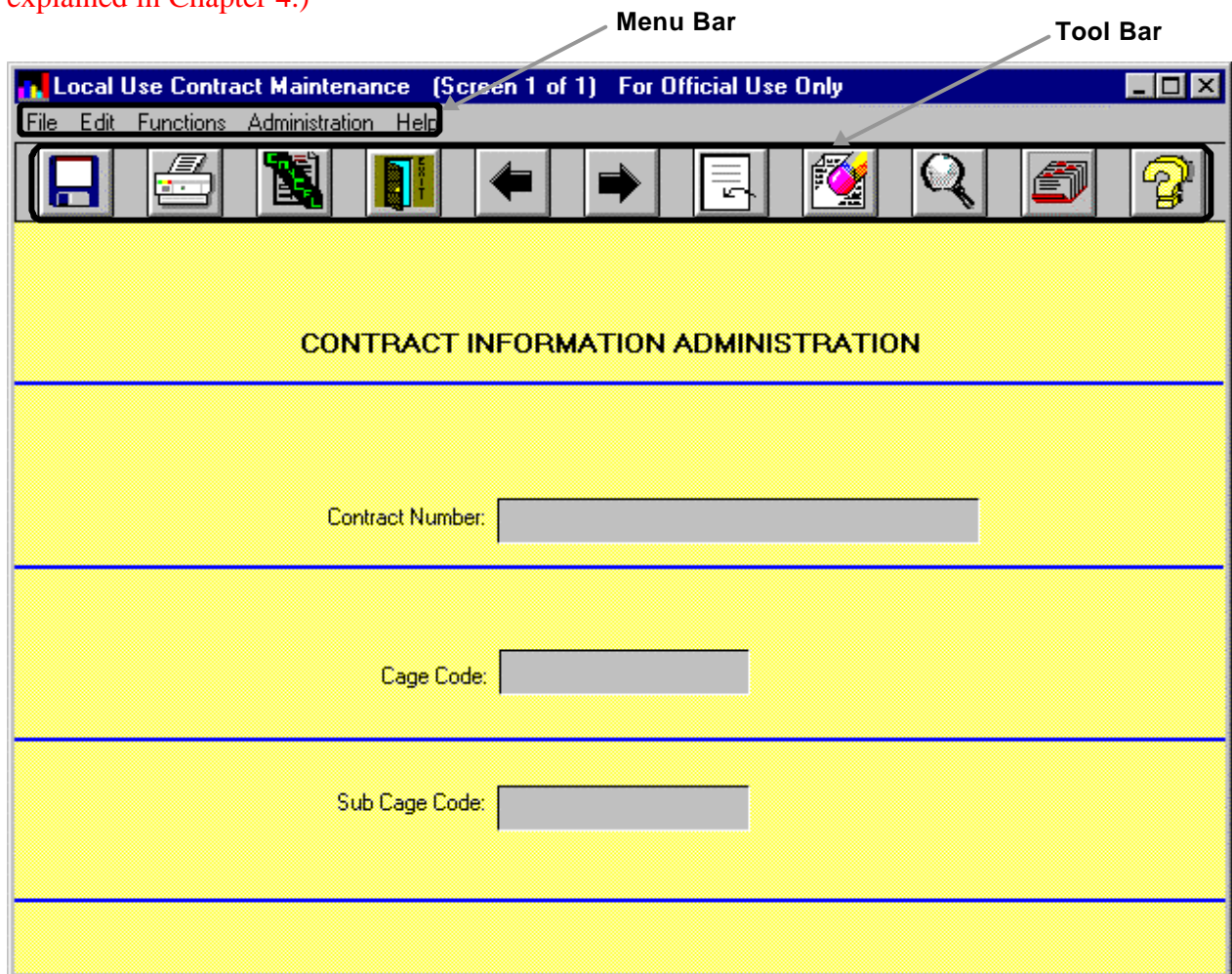
Menu Bar   **Tool Bar**

Local Use Contract Maintenance   (Screen 1 of 1)   For Official Use Only

File   Edit   Functions   Administration   Help

CONTRACT INFORMATION ADMINISTRATION

Contract Number:

Cage Code:

Sub Cage Code:

Figure 5-1 Screen Showing Location of Tool Bar and Menu Bar

5.3   Menu Bar

As in most GUI applications, the Metrics menu bar is located at the top of each screen. The menu bar is a row of words with one letter underlined in each word. The words are referred to as menu bar items. The first two items in the menu bar of many GUI applications are **File** and **Edit**. In the Metrics application, the remaining menu bar items are **Functions**, **Administration** and **Help**. (See Figure 5-1.)

Hidden behind each menu bar item on a function screen is a list of words called "options." To see the list of options associated with any menu bar item, select that item. You can select an item on the menu bar using either your mouse or your keyboard.

Note: Depending on the screen displayed on your monitor, some options may be "grayed out." This means that you cannot select these items; that is, if you click on them, nothing happens.

The following steps, used to exit the Metrics application, summarize the two-step procedure for using the menu bar to tell the computer to perform a specific action.

1. Select (mouse or keyboard method) the **File** option on the menu bar because **Exit** is a **File** option.

2. From the list of **File** options, select **Exit** (mouse or keyboard method).

An abbreviated way of representing this two-step process is as follows: Select **File**:**Exit** from the menu bar. The shortened representation is used throughout this Users Guide.

The figures in the sections 5.3.1 through 5.3.5 show the various command options under each menu bar item. Table 5-1 summarizes what happens if you select each **File** option while Table 5-2 summarizes what happens if you select each **Edit** option.

5.3.1   **File** Options

If you select the **File** item on the menu bar, you will see the options shown in Figure 5-2. Table 5-1 tells you what happens when you select each **File** option.

Figure 5-2 File Options

Table 5-1 File Options

File Option	Action Upon Selection
New	Adds a new record to the database. See Chapter 6.
Open	Finds and displays an existing record. See Chapter 6.
Save	Saves your changes, additions, deletions into the database.
Print Screen	Sends a "picture" of whatever is on the screen to the printer for a paper copy. The printer is the one currently assigned as the Windows default printer.
Cancel	Deletes the information you are currently entering (since last save) from **all** screens and reverts back to the information entered from the last save. See Section 5.5 for more cautions on the **Cancel** option.
Exit	Sends you out of the application with a subsequent option of saving any changes you made before you exit. See Chapter 9.

5.3.2   Edit Options

The **Edit** options include commands used to make changes to Metrics information. Figure 5-3 shows the drop-down list of **Edit** options you see when you select the **Edit** item. Table 5-2 summarizes the command actions.
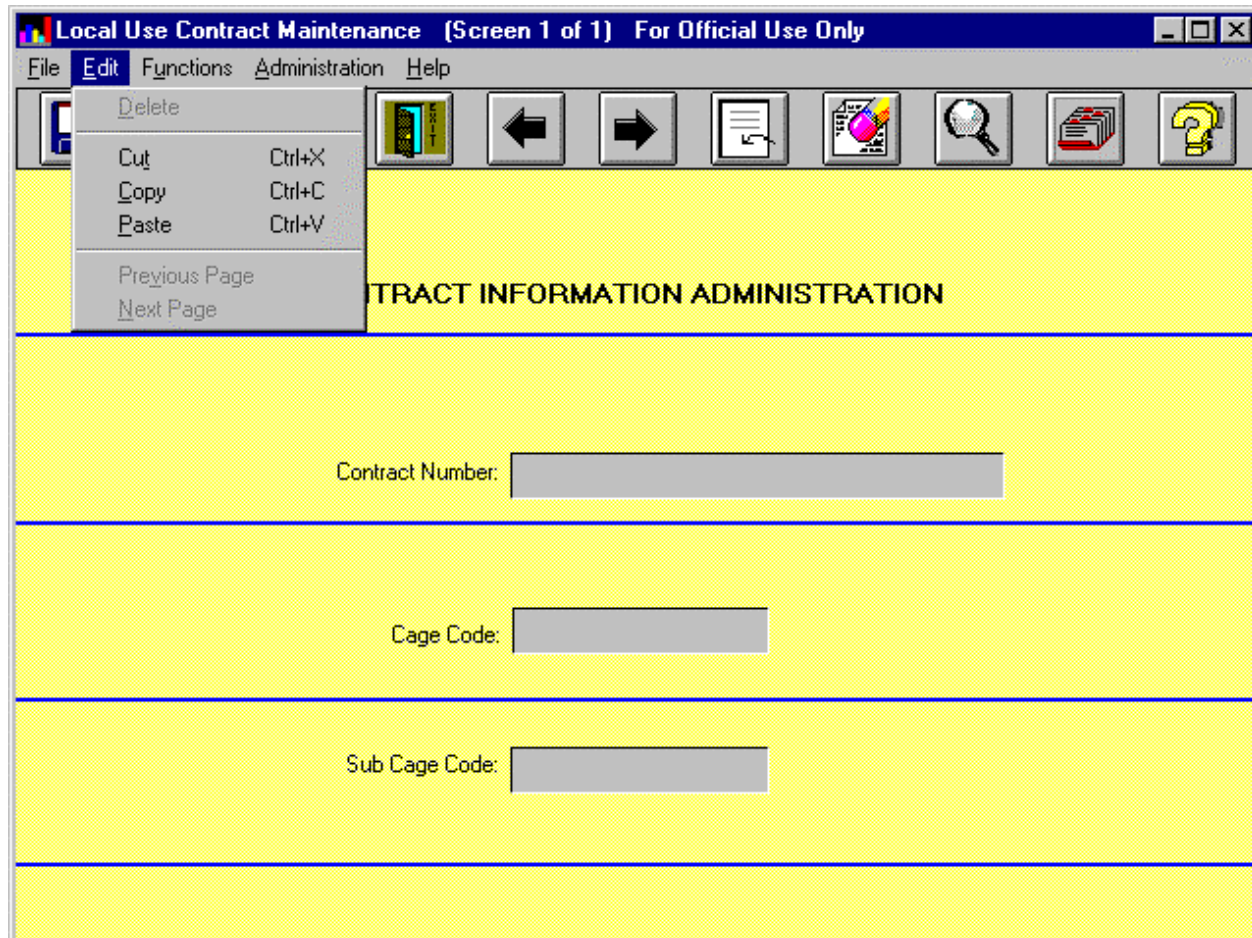
Figure 5-3 Edit Options

Table 5-2 Edit Options

Edit Option	Action Upon Selection
Delete	Removes a record from the database. See Chapter 6 for more information.
Cut	Same as copy, but also deletes the selected text after a copy is made.
Copy	Makes a copy of selected text that can be added (pasted) elsewhere.
Paste	Adds text that was previously copied or cut.
Previous Page	Closes the current screen and displays the previous one. If there is no previous page, this option is "grayed out" meaning not available.
Next Page	Closes the current screen and displays the next one. If there is no next page, this option is "grayed out" meaning not available.

5.3.3   Functions Options

To use the **Functions** options, select **Functions** on the menu bar. Once you do this, you will see the list of available functions as shown in Figure 5-4. Then use your mouse or the keyboard to select the function of your choice.

Note: Some functions were developed for supervisory use only.

You can use the Metrics Menu screen to select functions (Chapter 4). You can also use the **Functions** options to select functions by first selecting **Functions** on the menu bar. A drop-down list of Metrics functions appears. Select the desired function. When you do, one of two things happens: either the function you selected opens or another list of functions appears (Figure 5-4). If another list appears, select the desired function, and that function opens.

Note: Some functions may be "grayed out." (cannot be selected) because you have not been granted access to them. If you are currently running a function, that function's name is also "grayed out."
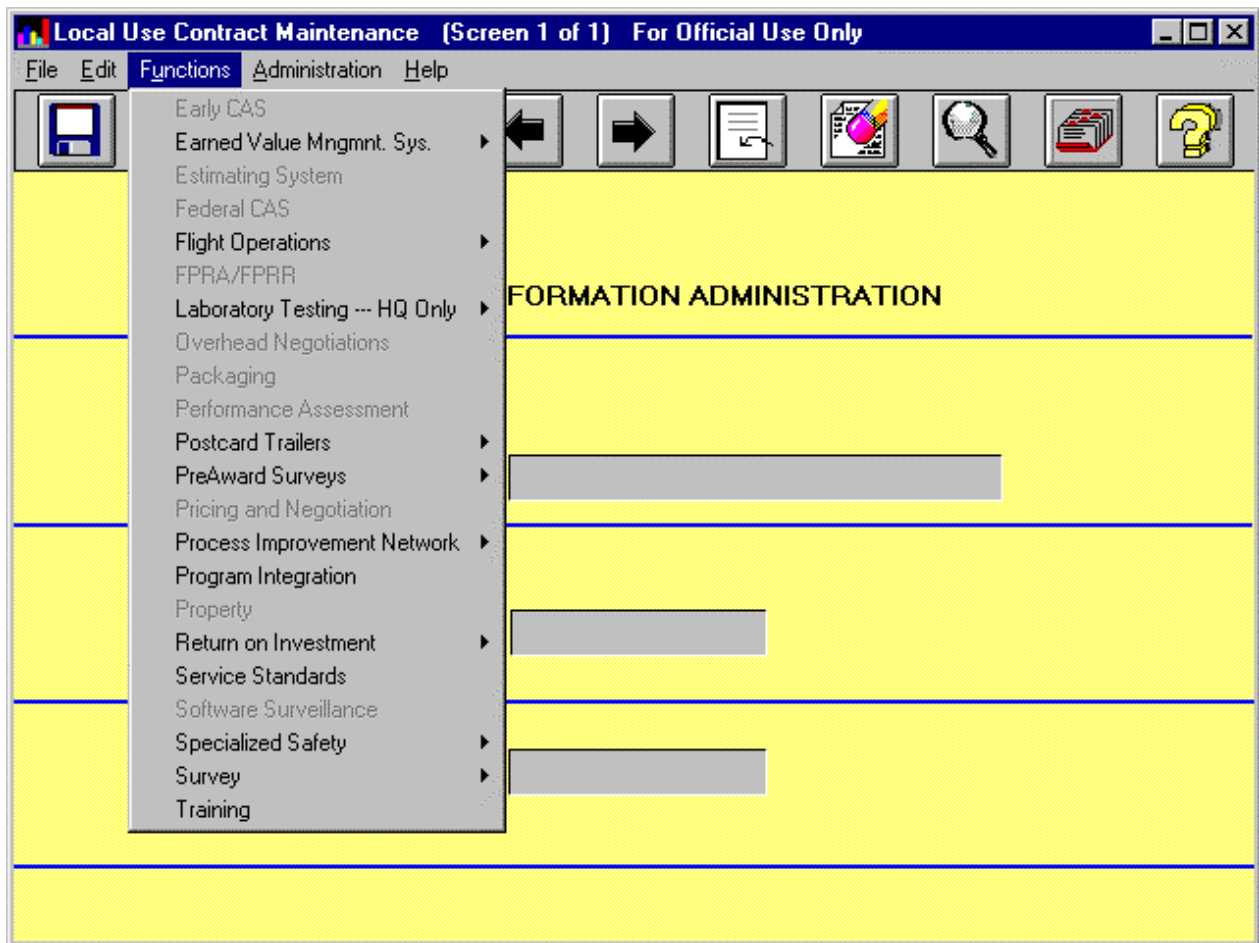

Figure 5-4 Functions Options

5.3.4 Administration Options

Administration and Super Users have access to the **Administration** options shown in Figure 5-5. Selecting **Local Use CAGE Maintenance** opens the screen needed to view, add, delete and change local CAGE Codes and their associated addresses. Selecting **Local Use Contract Maintenance** opens the screen needed to view, add, delete and change local Contract Numbers and their associated CAGE Codes. Selecting **Organization** opens the screen needed to view, add, delete or change Organization information. Selecting **Users** opens the screen needed to view, add, delete or change User information.

Figure 5-5 Administration Options

5.3.5 Help Options

The Metrics application provides you with extensive on-line Help that is available from any function screen. This Help reflects the contents of this Users Guide and is available through the **Help** options on the menu bar. The options that appear when you select the **Help** item on the menu bar are shown in Figure 5-6.Table 5-3 summarizes the command options.

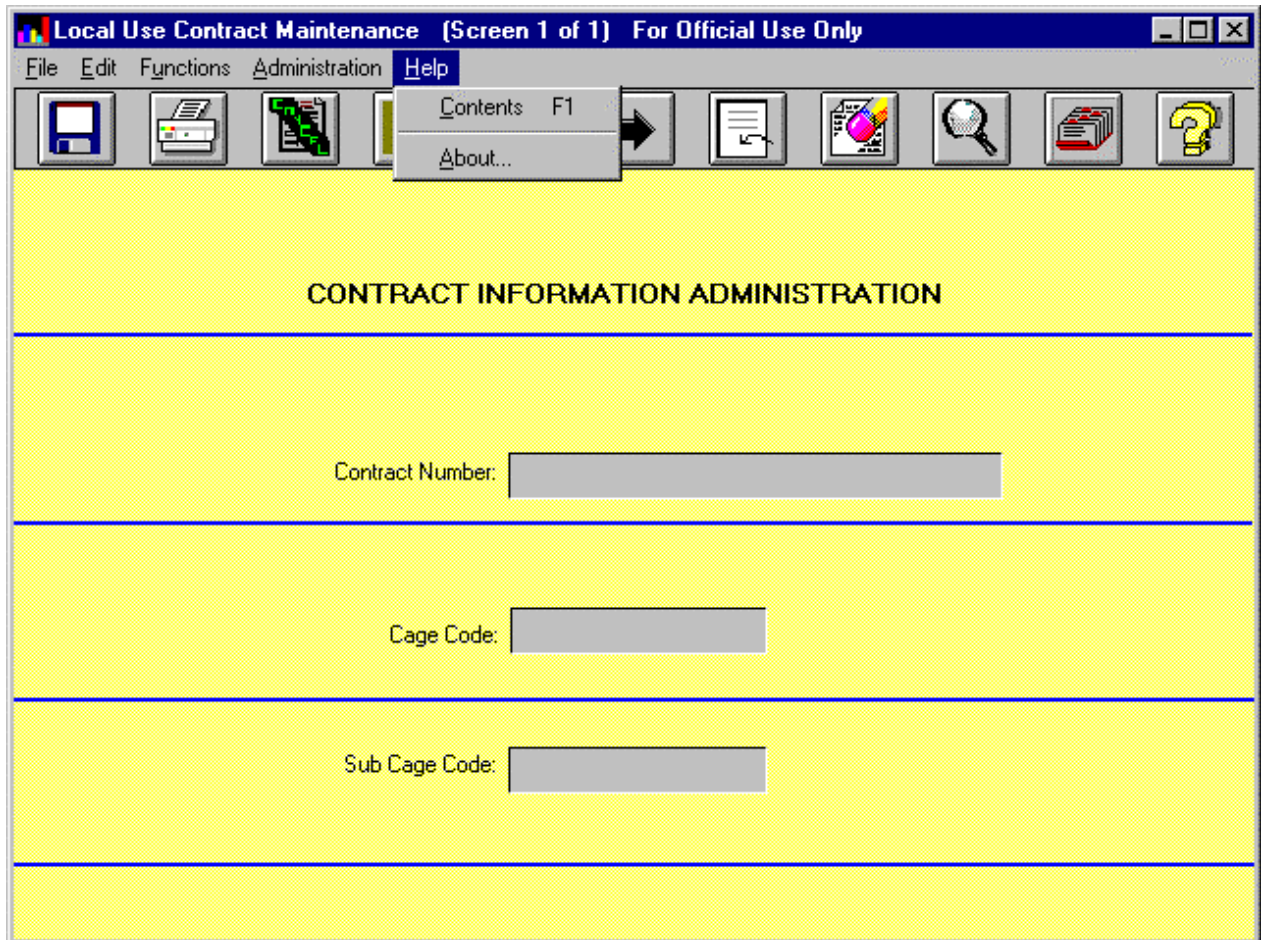**Note:** You can access Metrics screen-level Help by clicking the **Help** icon or pressing **F1**.

Figure 5-6 Help Options

Table 5-3 Help Options

| Help Option	Action Upon Selection
Contents	Opens the Metrics on-line Help feature. See Section 5.3.5.1 for more information.
About	Displays the version information about the running Metrics application. See Section 5.3.5.2 for more information.

5.3.5.1   *Help Contents Option*

Clicking **Help**, then clicking **Contents** opens the Metrics Help Contents window. If you have used Help in other GUI applications, you already know how to take advantage of this one. The Help Contents window is shown in Figure 5-7.

Note: For more information about Help, see Section 5.4 and Appendix A.
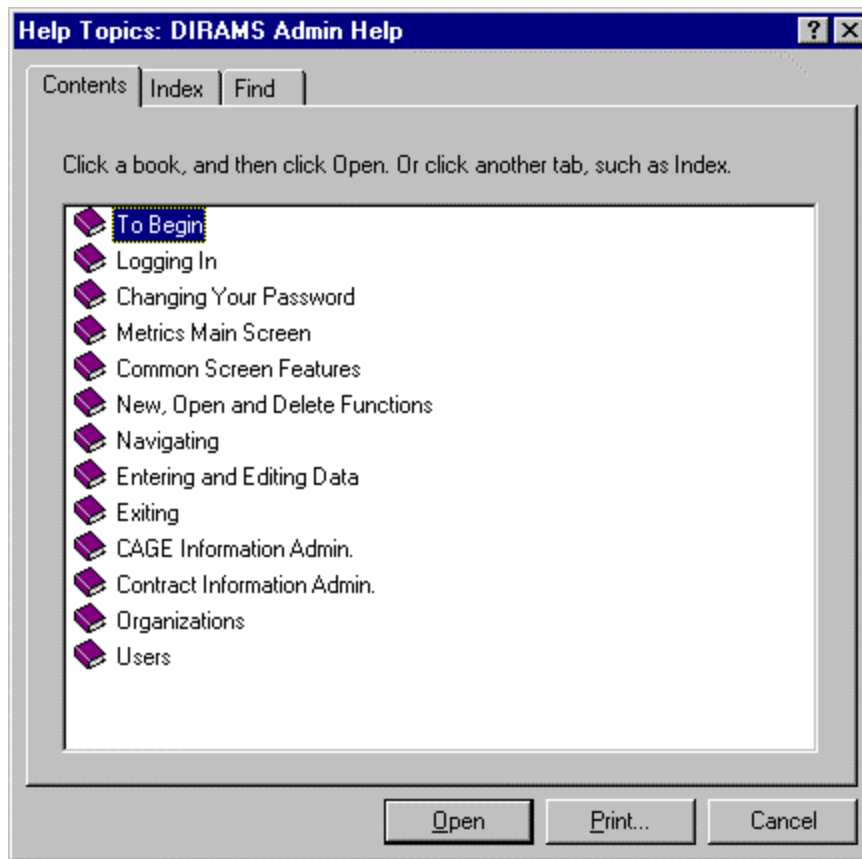
Figure 5-7 DCMC Metrics Help Contents Screen

You can use Help in a variety of ways. Three ways are listed below.

- The Contents Screen allows you to look for information listed as AMS Users Guide headings. Click the **Contents** tab to open the Contents screen.

- The Index Screen allows you to look for information listed in the Users Guide Index entries. Click the **Index** tab to open the Index Screen.

- The Find Screen allows you to look for most words used in the Users Guide. Click the **Find** tab to open the Find Screen.

5.3.5.2   Help About Option

If you want to know what version of the Metrics application you are using, select the **About** option. A screen will pop up in front of your open screen with the version information. To close the About window, click **OK**. To exit the About window, select **File: Exit**.

5.4   Screen-level Help

Click on the **Help** icon or press **F1** from any Metrics function screen to access screen-level Help. This help provides specific information about the current Metrics screen.

Help Icon

5.5   Tool Bar

The tool bar is located immediately below the menu bar. (See Figure 5-1.) It consists of a row of icons. Icons are little pictures that you use to tell the computer what to do. You use an icon by clicking on it. Clicking on an icon means using the mouse to position the pointer on the icon you want to select, and then pressing and releasing the left mouse button one time. Table 5-4 explains the function of each icon in the tool bar.

Note: Some options may not apply to Administration functions.

Table 5-4 Functions of Tool Bar Icons

Icon	Command	Action Upon Selection
	Save	Saves your changes, additions, deletions into the database.
	Print Screen	Sends a "picture" of whatever is on the screen to the printer for a paper copy. The printer is the one currently assigned as the default printer in Windows.
	Cancel	Deletes the information you are currently entering (since the last save) from **all** screens and reverts back to the information entered from the last save. See Section 5.5 for cautions on canceling.
	Exit	Sends you out of the application with a subsequent option of saving any changes you made before you exit. See Chapter 9.
	Next Page	Closes the current screen and displays the next one.
	Previous Page	Closes the current screen and displays the previous one.
	Insert	Adds a new record to the database. See Chapter 6 for more information.
	Delete	Removes a record from the database. See Chapter 6 for more information.

Icon	Command	Action Upon Selection
	Search	Finds and displays an existing record. See Chapter 6 for more information.
	Main Screen	Displays the Metrics Main screen on your monitor. See Chapter 4 for more information.
	Help	Opens the Metrics application Screen-Level Help. See Section 5.4 for more information.

5.6   *Cancel Option Cautions*

Cancel Icon

If you select **Cancel** by clicking the **Cancel** icon or selecting **File: Cancel**, you will eliminate all additions and changes you made to the record displayed from all screens—not just the current screen. That is, the system reverts back to the record as it existed before you made changes and selected **Cancel**. This means that if you are adding a new record, no part of it will be saved if you select **Cancel** because no part of it existed before you started to add it.

Or let's say you are changing and adding information to an existing record. Furthermore, let's say you are on screen 5 of 6 after making numerous changes on screens 1—4. You then decide that you made a mistake in one of your changes, so you select **Cancel**. What happens? First, you successfully cancelled (removed) the change with the mistake. Second, you also cancelled (removed) all the other changes you made on screens 1—5. In order to recreate the changes you need, you must again display and edit the record.

So when might you want to use **Cancel**? Perhaps you were adding a new record and then realize (via pop-up messages) that you do not have all the information you need to save the record. Selecting **Cancel** removes what you added, and since there was no prior information, there is no record. You can enter the record later when you have all of the information required to enter and save the record.

Note: Cancel removes your current changes from all screens, whereas **Delete** erases an entire record from the database.

5.7   *Automatically Populated Data*

Some data boxes may be *automatically populated*. This means that the application "tells" your computer to put specific information in certain data boxes. The information may be Information associated with your Username entered during the login procedure

Most automatically populated boxes are protected; that is, you cannot change (or even select) the information displayed in them. However, some can be edited as you would information in any other data box.

5.8 Required Data

Some data boxes may be mandatory; that is, you must enter the requested information before you can save and exit. These are said to be *required data fields*. In certain cases, you cannot even move on to another data box until you enter the requested information. If you move off a required data box or try to exit without first entering the required information, you will see a message window pop up on your monitor like the one shown in Figure 5-8. To get rid of the pop-up message, click **OK**. Then add the missing information or exit the screen without saving.

Note: Some data fields are conditionally required, and may be "grayed out" (unselectable).

Figure 5-8 Sample Required Information Missing Pop-Up Window

5.9 Optional Data

Data fields that are not mandatory are *optional*. You can enter information for the optional fields or not, depending on what information you have available to enter.

5.10 Conditionally Required Data

Some data fields are *conditionally required*. This means that in one situation they may be required, while in another they may not. For example, a choice you make between Yes and No for one data field may determine whether or not another data field is required or optional.

Also, for some Metrics functions there is a difference between what fields are required prior to closing a record and what fields are required in order to close the record. Thus, when you signal the computer that you are ready to close a record (as by clicking a **Close** button or entering a final date for a record), the application checks to see that you have entered all information required to close the record before it allows you to close and save.

5.11 Protected/Unselectable Data

Some data boxes are *protected*. In some cases this means that the application will not allow you to edit, or select, the information that appears in them. In other cases, this means that only certain users can enter or edit information. In some instances, depending on what information you enter, the application "decides" what data fields or screens you can access; that is, what you enter one place determines what information you can enter elsewhere. Data boxes that appear on your screen, but do not allow you to enter data, are "grayed out." You cannot place the cursor in or make a selection from such areas.

5.12 Validated Data

Sometimes when you enter information in one data box, the application "tells" your computer to enter associated information in other data boxes. Where such a relationship exists between what you enter and what appears, the information you enter must match a record already stored in the database. If it does not, you will see a message similar to one of those shown in Figure 5-9 appear on your monitor. Take note of what it says, and then click **OK**. The message window disappears, and you can recheck or reenter the information. Appendix B contains a listing of the error messages used in the Metrics application.
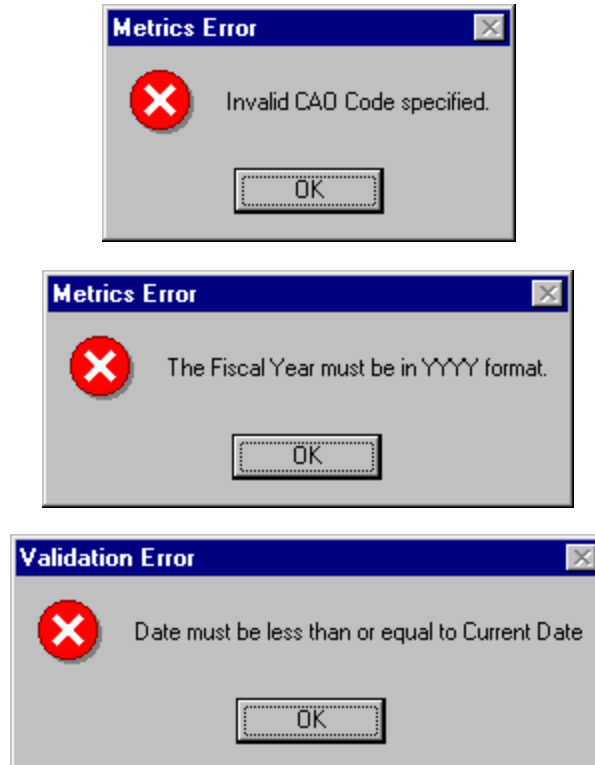
Figure 5-9 Validation Error Messages